

HRSC-NW Training Highlights

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Northwest Training News

Organizational Leadership for Executives (OLE)

This course is a residential 80+ hour course designed to explain and demonstrate the leadership skills and competencies required to perform at the managerial level. The goal of OLE is to train leaders with increased self-awareness to be able to visualize, communicate, and forge the organization's future.

Course offered: 10/27/03-11/07/03

EEO & Prevention of Sexual Harassment (POSH) for the Workforce

Collaboration and cooperation in the workplace are essential for success, productivity and excellence. In this session the focus is the prevention of sexual harassment by building awareness and acceptance of differing sensitivities.

Course offered: 9/16/03

EEO & Prevention of Sexual Harassment (POSH) for Supervisors

The EEO portion of this course will help supervisors and managers learn to recognize different behavioral and communication styles. You will be given the opportunity to identify your own style and learn strategies that will help you make work relationships easier and more effective.

Course offered: 9/25/03



For more information on the above courses, visit the [Electronic Catalog](#) on our website.



Capital Region Featured Training

Leader's Conference 2003

Leader's Conference 2003, sponsored by Human Resources Service Center Northwest and Total Learning Solutions, will be held on 16-17 Sep 03 at the Catering and Conference Center, B-211, Washington Navy Yard. The Conference theme is "**Managing in the Age of Transition.**" Continental breakfast, buffet lunch, and afternoon snacks will be served. Cost of the conference is \$200. Registration is open to all federal/military employees. To register, fax DD Form 1556 to (202) 433-6550 (registration deadline is 8 Sep 03). For more information, please contact Mr. Kevin Ford at (202) 433-6547 or email kevin.ford@nw.hroc.navy.mil

Former Washington Redskin, Darrell Green to Speak at Washington Navy Yard Leader's Conference.

Darrell Green was a seven-time All-Pro defensive back for the Washington Redskins. After an illustrious 20-year career with the Redskins - Darrell retired in 2002. He was the Redskins' top draft choice out of Texas A&I University in 1983 and has played in three Super Bowls. In 1998, Green completed his Bachelor of Science degree in general studies and social science at St. Paul's College in Lawrenceville, Virginia. In 1999, Marymount University recognized Green for his extraordinary humanitarian work and conferred upon him the honorary degree of doctor of humane letters.

Darrell believes that faith, discipline, honor, hard work, and sportsmanship are important and necessary values not only for professional athletes but for anyone who aspires to become a productive leader.

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NORTHWEST COURSES

This is a current listing of **some** of the upcoming courses offered through the HRSC-NW Training Department. For more information, or a more detailed list, please visit our website. Click [here](#) to view our website. Click [here](#) for registration information.

SCHEDULE OF COURSES

EEO & PREVENTION OF SEXUAL HARASSMENT (POSH) FOR THE WORKFORCE

PLACE : JACKSON PARK COMMUNITY CENTER

DATE : 9/16/03 COST: \$36

DEADLINE: 9/16/03

HR WORKSHOP - OWCP

PLACE : JACKSON PARK COMMUNITY CENTER

DATE : 9/17/03 COST: \$0

DEADLINE: 8/26/03

RETIREMENT PLANNING ESSENTIALS (FERS)

PLACE : JACKSON PARK COMMUNITY CENTER

DATE : 9/18/03-9/19/03 COST: \$50

DEADLINE : 8/27/03

EEO & PREVENTION OF SEXUAL HARASSMENT (POSH) FOR SUPERVISORS AND MANAGERS

PLACE : JACKSON PARK COMMUNITY CENTER

DATE : 9/25/03 COST: \$70

DEADLINE : 9/5/03

CIVILIANS SUPERVISING MILITARY PERSONNEL

PLACE : JACKSON PARK COMMUNITY CENTER

DATE : 10/02/03 COST : \$0

DEADLINE : 9/11/03

ALCOHOL & DRUG ABUSE AWARENESS

PLACE : JACKSON PARK COMMUNITY CENTER

DATE : 10/07/03 COST: \$0

DEADLINE : 9/16/03

COUNTER-INTELLIGENCE BRIEFING

PLACE : JACKSON PARK COMMUNITY CENTER

DATE : 10/09/03 COST: \$0

DEADLINE : 9/18/03

ANTI-TERRORISM TRAINING

PLACE : JACKSON PARK COMMUNITY CENTER

DATE : 10/9/03 COST: \$0

DEADLINE : 6/13/03

DISASTER PREPAREDNESS

PLACE : JACKSON PARK COMMUNITY CENTER

DATE : 11/04/03 COST: \$45

DEADLINE : 10/14/03



More FY04 course listings to come!! Check our Electronic Catalog on our Training website and look in next month's issue of Training Highlights.

**Capital Region Electronic
Catalog**

Northwest Training News

Dear Training Guru!

We invite you to send us your questions by e-mailing us at training@nw.hroc.navy.mil. Watch for responses in upcoming issues of the [HRSC, NW Training Highlights!](#)

Q: What kind of training can I provide to my subordinates?

A: There are many things that a supervisor can do to assist subordinates in building skills. One important thing to keep in mind is that an employee's performance-based learning need may be met by both direct classroom training and indirect opportunities. Classroom training in the areas of management/supervision, human resources, computer skills, and personal and professional growth are available through the HRSC, NW Training Department. Our on-line catalog can be viewed at www.donhr.navy.mil/nw/Training/TngHome.asp.

Planned work experience, short and/or long-term details, and developmental assignments as well as on-the-job learning and supervised practice are indirect training methods that should also be considered.

In addition there are coaching and mentoring programs, self-study and virtual learning opportunities. Emphasis should be placed on using the most economical means available to satisfy your activity or organization's need for performance improvement.

Q: For personal and professional development, what kind of training do I need?

A: You should first discuss your training needs with your supervisor. Your supervisor is the person in the best position to assess your present job skills and what skills are needed to make you more effective. Take a look at what your strengths are and where you need skill building, and compare that information with what your job requirements are. There are also formal assessment tools that enable you to obtain feedback on your performance from your colleagues and subordinates. Ask your HR representative about these 360-degree assessment tools or contact the HRSC, NW Training Department at training@nw.hroc.navy.mil or visit our website at www.donhr.navy.mil/nw/Training/TngHome.asp.

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Capital Region Featured Training

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For these qualities to shine, to truly flourish, all must be given the guidance and support systems they need and deserve. Darrell will be a keynote speaker during the HRSC, NW, Leader's Conference.

The conference is open to all civilian and military personnel. Naval District Washington Commandant, and future Commander, Navy Installations (CNI) **Rear Adm. Christopher Weaver**, will open the conference. The conference reinforces the viewpoint that leaders and managers can impact their organizational culture and results by strategically and systematically leading and facilitating change. Change initiatives include diverse activities such as process engineering, merger integration, organizational restructuring, new policies and programs, and leadership.

Plenary sessions and Workshop topics include:

Supervising for Success, Improving Peer Relationships, Dimensions of Leadership, Office Politics, Responding to Grievances, Creating Your Skills Portfolio, Wellness in the Workplace, Establishing Trust During Times of Transition, Managing Upward, Beyond Customer Service, Critical Thinking, Managing the Difficult Employee, Working in Teams, Life is an Attitude, Supervising in a Military/Civilian Culture, Managing the Difficult Employee, Balancing Home and Career, Leading Employees through Transition, Motivating Employees, Managing Personal Change. Managing Benefits, Navigating through Transition.

Attendance is strongly encouraged for aspiring leaders, new supervisors, and seasoned managers. Aspiring leaders are those that could range from entry level to mid-grade, those that are striving to be leaders. New supervisors are those that are newly appointed, and need to sharpen skills to grow, develop, and perform as a future seasoned manager. Seasoned managers are those that have the leadership and development skills - they are the "knowledge managers." Seasoned managers sometimes need to refresh, refine, and renew existing skills.

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